

# 2023-1. Spring - Education

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## *Christopher Family Foundation*

### *Instructions*

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#### **How to complete the online Application**

To submit your application to The Christopher Family Foundation, complete the sections that follow, then click on the "SUBMIT" button at the bottom of the last tab. You may save your work in progress by clicking the SAVE DRAFT button at any time. You can return as often as you choose as long as you submit prior to the deadline. You will receive a confirmation message when your LOI has been successfully submitted. **Please note that some information below is prepopulated from your Letter of Inquiry.**

#### **Collaborate Feature**

The Collaborate button at the top of the page can be used to invite other people to work on this request.

- From the Collaborate pop up, enter the email address of the person you wish to help you with the request.
- Set the Permission to either View (the collaborator can only view forms in the request), Edit (the collaborator can view and edit the request), or Submit (the collaborator can view, edit, and submit the request)
- Include a message about what you are asking your collaborator to do for you and select Invite.
- You can revoke permission at any time.

An email will be sent to the collaborator containing your message, their username, and a link to the log-on page. After clicking this link, they will be brought to the log-on page. If this is their first time logging onto the system, they will be asked to create a password.

After logging onto the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the Edit Application link and complete your instructions.

Collaborator Tutorial

### *Project/Organization Summary*

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#### **Project Name\***

*Character Limit: 250*

## Project Summary

Please provide a brief overview of the proposed project/program, including the target population to be served.(3500 character maximum is suggested. If invited to submit a full proposal, you will be able to provide more detail.)

*Character Limit: 5000*

## Staff Recommended Amount

*Character Limit: 20*

## Project/Organization Details

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### Detailed Project Description\*

Please provide a detailed project description. For general support requests, provide a detailed description of the work of your organization. 3,500 character maximum suggested.

*Character Limit: 5000*

### Objective #1\*

Please outline the first objective to be achieved with this project. How will you know that you have met this goal? 2,000 character maximum suggested.

Please note that you will be asked about progress toward this goal in reporting.

*Character Limit: 3500*

### Objective #2\*

Please outline the second objective to be achieved with this project. How will you know you have met this goal? 2,000 character maximum suggested.

Please note that you will be asked about progress toward this goal in reporting.

*Character Limit: 3500*

### Objective #3\*

Please outline the third objective to be achieved with this project. How will you know you have met this goal? 2,000 character maximum suggested.

Please note that you will be asked about progress toward this goal in reporting.

*Character Limit: 3500*

### Timeline\*

How long will your project take from beginning to completion? Where do you believe you will be one year from now? If possible, please break down in stages. 2,000 character maximum suggested.

*Character Limit: 3500*

### **Building Upon Community Assets\***

What need(s) are you addressing? How does your project or work build upon the assets of the community or people you serve? Describe what is distinctive about your approach. 3,500 character maximum suggested.

*Character Limit: 5000*

### **Culture of Learning\***

Please explain what you have learned in the last few years of doing what you do. Give us an example of a way that you changed your approach to respond to new information. 3,500 character maximum suggested.

*Character Limit: 5000*

### **Tell Us More About Your Staff\***

Describe your organization and staff and, if applicable, why they are well-suited to this project. 2,000 character maximum suggested.

*Character Limit: 3500*

### **Reporting Method\***

Some non-profits have opted to complete a Common Reporting form. This report is accepted by participating non-profits and foundations and submitted twice a year. Will you be submitting a Common Report to the Christopher Family Foundation?

#### **Choices**

Yes

No

## *Supportive Documents*

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### **Supportive Documents**

Please note upload format and capacity.

### **Diversity, Equity and Inclusion\***

Why do we ask this?

The Christopher Family Foundation prioritizes support for organizations whose staff and board reflect the population(s) served. We understand that DEI efforts are an ongoing process and that some may choose not to self-identify. Any information shared will only be viewed internally. Please upload your organization's demographic information using a template already used by your organization, or using this form.

*File Size Limit: 2 MB*

### **Project/Program Budget**

Please note this upload is required ONLY if you are applying for a project. Submission is not needed for general operating support.

*File Size Limit: 2 MB*

### **Organizational Budget\***

Please upload the most recently approved annual organizational budget.

*File Size Limit: 3 MB*

### **Balance Sheet\***

Upload your organization's most recent balance sheet.

*File Size Limit: 2 MB*

### **Profit and Loss Statement\***

Upload your organization's most recent profit and loss statement.

*File Size Limit: 2 MB*

### **Audit\***

Upload your organization's most recent audited financial statement. (If your organization has not yet reached the threshold to require an audit, please upload a description of your organization's internal control processes.)

*File Size Limit: 7 MB*